



WASTE TYRE REPROCESSING GRANT GUIDELINES

Roads to Resource Recovery

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Waste Tyre Reprocessing Grant

The Tasmanian Government is committed to investing in our resource recovery sector as we build our circular economy.

Key to this is the Government's commitment to undertake capital and project investment to help address the issue of waste tyres in Tasmania.

Through this one-off grant program the Tasmanian Government is providing up to \$3 million in funding to support industry to invest in a crumbed rubber plant to produce materials for reuse in road surfacing, and to identify genuine sustainable solutions for recovery of end-of-life waste tyres in Tasmania.

Alternative proposals for reprocessing end-of-life tyres will be considered under this program.

Submissions which most closely align with the Government's commitment to assist industry to construct a crumbed rubber plant in Tasmania will be preferred through the evaluation process.

The following guidelines describe how proponents can seek access, through a competitive process, to the grant funding offered.



I. Eligibility criteria

If you are unsure about your ability to meet all aspects of the eligibility criteria, you should contact us.

You may be asked to supply documentation to support your eligibility claims as part of the application process or as part of an audit process to confirm your claims were true and correct.

Applicants must:

- be an Australian registered business and have an Australian Business Number (ABN).
- be registered for Goods and Services Tax (GST).
- in the case of a joint or consortium application, nominate a principal applicant. The principal applicant must be nominated in writing and provide written evidence of the support and degree of project involvement of all parties.
- not be insolvent, and not have owners/directors who are an undischarged bankrupt.
- not have been convicted of contravening any environment protection legislation or regulation in the last five (5) years.

A project proposal submitted under this program must:

- be geographically located in Tasmania (including a majority of business operations and outputs).
- make a direct and tangible contribution to significantly expanding capacity for the reprocessing of waste tyres in Tasmania to produce rubber crumb (or alternative applications) in the context of a circular economy.
- include an applicant contribution of at least 50 per cent (see *Applicant funding contribution requirements* section for further details).

Applicants must submit the following evidence in support of their application:

- a business case and/or project plan.

This supporting evidence should include:

- the capacity and capability of the organisation to deliver the project.
- relevant project experience.
- the impact and degree to which the project will achieve the Aim of the grant program.
- project feasibility and capability.
- project viability (commercial operation during and beyond the life of the grant).
- overview of all regulatory approvals and licences that have been or will need to be obtained (including EPA requirements).
- evidence that the business/company is accredited under the National Tyre Product Stewardship Scheme or sources its tyre feedstock from accredited tyre retailers, waste tyre collectors, or processors (www.tyrestewardship.org.au)
- market analysis for reprocessed applications and/or outputs.
- economic, social and community benefits analysis.
- key timeframes.
- key milestones.
- risk assessment.
- deliverables budget and/or financial modelling.
- a provisional payment schedule.



NOTE - the above supporting evidence is considered the minimum level of detail required for a complete application. Applicants are encouraged to provide any additional information which supports and strengthens their application.

Applicant funding contribution requirements

Under the program, eligible projects must have an applicant contribution of at least 50%.

It is expected that this would primarily be a cash contribution, although there may be some instances where a smaller component of in-kind contribution is considered appropriate by the assessment panel where it is sufficiently justified, detailed, and appropriately costed in the application. All contributions, whether cash or in-kind, will need to be properly acquitted as per Section 8 of these Guidelines.

Applicants must fund at least half of the total project cost through their own funding channels to be eligible under this program. This funding contribution requirement is to ensure that there is an appropriate level of financial commitment from an applicant towards a proposed project.

Projects that involve a larger contribution by applicants, over and above 50 per cent, will be evaluated favourably through the evaluation process (given that this is likely to demonstrate a lower risk profile from the perspective of the Tasmanian Government).

Applicants must submit a budget and financial model for the project, which includes a breakdown of all funding sources.

Note that not all eligible grant applications will receive funding.

Eligible funding costs

Grant funding can be claimed for and spent on the following eligible costs, subject to those costs being directly related to the program:

- expenditure on plant, equipment, and materials.
- labour expenses (including commissioning).
- site survey, engineering, and civil works costs.
- direct administrative expenses.

Ineligible funding costs

Grant funding cannot be claimed for or spent on the following ineligible costs:

- costs not directly related to the project.
- ongoing costs incurred after the project is completed (e.g., operating and maintenance costs).
- retrospective payments or expenditure incurred prior to signing of funding agreement(s).
- GST payments.
- site acquisition and site rehabilitation.
- contingency allowances.
- any costs incurred due to non-compliance with legislation.



Ineligible applicants

Applications that do not meet all the eligibility criteria will not be accepted.

Applicants will be advised, in writing, by the Department of Natural Resources and Environment Tasmania as applications are assessed if further information is required to progress an application.

Applications will not be accepted from

- applicants not registered for GST.
- applicants not registered as an Australian registered business.
- local, State, or Australian government entities (including government business enterprises).
- applicants under external administration, subject to bankruptcy or similar proceedings.

The following types of projects are ineligible

- projects that are not physically located in Tasmania.
- feasibility studies and consultancies.
- academic research papers.

Assessment

All eligible applications for this grant program will be competitively assessed against the criteria set out below. As the program has limited funding, not all eligible applicants will be successful.

During the assessment process, the Department may, at its discretion, require further information to support or clarify an application. This information must be provided within 5 working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being refused.

It is important to note that eligible proposals may not receive the full of amount of grant funding requested within their proposal or any funding at all. Applications will be assessed by order of merit and, as such, funding will be allocated on a ranking basis. The Department may also offer a level of financial support the assessment panel deems appropriate under the funding constraints of the program.

The Department, as determined by the assessment panel, reserves the right to:

- limit the grant funding amount offered to an applicant.
- negotiate variations to timeframes and instalment schedules.
- not award grant funding to any applicant in the case that none of the submitted applications are deemed to have sufficient merit.
- not award grant funding to any applicant in the case that the funding allocation has been exhausted or the remaining funding (allocation after the order of merit is determined) is not sufficient to fund further applicants.





2. Assessment criteria

Eligible proposals will be competitively assessed against the following criteria. These criteria are weighted towards applicants and projects with a demonstrable experience, viability, feasibility, and their ability to meet the primary Aim of the grant program.

An assessment panel will be responsible for assessing all applications for the Waste Tyre Reprocessing Grant Program and making recommendations to the Tasmanian Government.

The assessment panel may be supported by advisors to provide technical, regulatory, economic, financial and probity advice on applications. By applying, applicants consent to the distribution of their application to the advisors for analysis and comment.



Assessment Criteria	Weighting
<p>I. Applicant organisational capacity and capability</p> <p>The applicant must demonstrate:</p> <ul style="list-style-type: none"> • capacity and capability of the organisation to deliver the project – including relevant project experience, existing resources (including audited financial statements for the past two financial years), and the ability to deliver the project within the timeframe outlined in the application. • technical capacity and capability to undertake the project. • an open record of compliance with environmental and land use planning laws (full and honest disclosure of any prior offences, including infringement notices, and any court findings that have been given relating to environmental or land use planning laws). 	25%
<p>2. Project feasibility, viability, and economic benefit</p> <p>The extent to which the applicant demonstrates:</p> <ul style="list-style-type: none"> • feasibility and viability, including timeframes, milestones, future markets, deliverables budget and a provisional payment schedule. • financial and project risk assessment. • ability to deliver and operate the project commercially, during and beyond the life of the grant, without requiring further funding assistance from Government. • that the project has a high likelihood of successfully obtaining all necessary regulatory approvals and licenses, including any approvals under the <i>Environmental Management and Pollution Control Act 1994</i>. • the existence and diversification of markets, or downstream demand for the product(s) to be produced by the project. • the capacity to fund the balance of project expenditure, including the capacity to manage cost overruns, meet ongoing operational and maintenance costs, and any future financing costs. • demonstrable value for money. <p>NOTE - for grant funding of \$500 000 or more, which contributes to a total project value of \$5 million or more, an applicant must prepare a Tasmanian Industry Participation Plan.</p> <ul style="list-style-type: none"> • Tasmanian Industry Participation Plan • Tasmanian Industry Participation Plan Executive Summary template 	30%
<p>3. Project impact</p> <p>The extent to which the project will significantly improve the reprocessing of waste tyres in Tasmania, including:</p> <ul style="list-style-type: none"> • alignment to the Government’s commitment to construct a crumb rubber plant in Tasmania. • the increase in the quantity of crumb rubber reprocessed in Tasmania. • the development of sustainable markets for crumb rubber in Tasmania and offshore. • the usability of the crumb rubber product for use in road base, including meeting state, Commonwealth and (where applicable) international materials standards and 	30%



<p>specifications.</p> <ul style="list-style-type: none"> the development of new products and applications derived from reprocessed waste tyres. increase in the use and value of new products and applications derived from reprocessed waste tyres. 	
<p>4. Social project value & community engagement</p> <p>The extent to which the applicant demonstrates:</p> <ul style="list-style-type: none"> that the project will provide environmental and social benefits for Tasmania. how Tasmanian businesses and organisations are utilised (including advanced manufacturers and professional consultancies). immediate and long-term employment opportunities. how community consultation and expectations will be managed during any proposed project (including stages of design, construction, and operation). 	<p>15%</p>



3. Timeframes

To ensure everyone has an equal opportunity to apply for a grant, no applications will be accepted after the closing date and time under any circumstances.

Description	Date/time
Program opens:	29 October 2022
SmartyGrants Application Portal opens:	15 December 2022
Program closes:	30 January 2023 @ 3:00pm

Note: Applications **can only be submitted from 15 December 2022** (see Application Process below). More complex projects may require additional time to evaluate, and this will be communicated at the time of assessment.

During the assessment process the Department may, at its discretion, require further information to support or clarify an application, this information must be provided within 5 working days, unless otherwise advised. Failure to provide further requested information within the timeframe may result in the application being unsuccessful.

All applicants will receive a notification on the progress of their application and, where possible, the outcome of the application by the estimated date above.



4. Application process

The Department of Natural Resources and Environment Tasmania uses an online grants management system called SmartyGrants. This system is easy to use and accessible via mobile phones, tablets, laptops, and personal computers.

The online platform allows you to apply for a grant at any time while the program is open. It also allows us to send you notifications throughout the grant application and funding process. **Please note that applications can be submitted between 15 December 2022 and 30 January 2023.**

If you do not have internet access, please contact us to discuss alternative options.

1. Applicants should read the guidelines and any frequently asked questions carefully before starting an application. The application form will help structure applicant's responses.
2. Applications are assessed in accordance with the prescribed timeframes (Section 3).
3. There will be no opportunity to change an application or upload missing information once it has been submitted. Applicants should, therefore, ensure that all supporting documentation provided is accurate and has been attached correctly before submitting.
4. Applicants should complete and lodge their application online via the link <https://nre.tas.gov.au/waste-tyre-grant>
5. Following the submission of your application via SmartyGrants you will receive an automatic receipt of your application. This receipt will include details of the application and a unique application ID.
6. Applications will be assessed by a departmental assessment panel. The assessment panel will be responsible for assessing all applications for the Waste Tyre Reprocessing Program and making recommendations to the Tasmanian Government. The assessment panel may be supported by advisors to provide technical, regulatory, economic, financial and probity advice on applications. By applying, applicants consent to the distribution of their application to the advisors for analysis and comment.
7. Applicants will be advised of the outcome of their application by email, within the prescribed program timeframes.
8. Applicants should ensure they receive an email notification when they submit their application as confirmation that their application has been submitted. Please contact us at Waste.Initiatives@nre.tas.gov.au if this automated confirmation is not received.

What does a successful application look like?

A successful application:

- is submitted before the closing date and time.
- meets all aspects of the eligibility criteria.
- demonstrates a good understanding of the purpose of the grant program.
- shows that the activity or project to be undertaken with the grant funding aligns to the purpose of the grant program.
- has clear well-structured answers to all the assessment criteria questions.
- contains, where requested, quality documented evidence to support your claims against the eligibility and assessment criteria.



5. Appealing a decision

The appeals process is designed to ensure that all applicants have been treated fairly and consistently in applying for Department of Natural Resources and Environment Tasmania grants. The Department will consider appeals relating to administrative process issues in grants management.

All requests must be in writing and should be addressed to Rebecca Pinto, Director, Policy Projects and Regulatory Services, Environment, Department of Natural Resources and Environment Tasmania GPO Box 44, Hobart, TAS, 7001 or emailed to: Waste.Initiatives@nre.tas.gov.au

Your request must be received within 28 days from the date of the Department notifying you of the decision about your application.

6. Grant Payments

Bank Details

Successful applicants will be asked for their bank account details to process grant payments. This bank account must be in the same name as the individual, business or organisation that applied for the grant. Applicants may be asked to provide a copy of their bank statement or a letter from their bank to confirm their bank account details.

Providing incorrect bank account details may result in funds being paid to an incorrect account. These funds will need to be returned to us before we attempt another grant payment. This process may result in significant delays in funding being received. Additionally, we cannot guarantee that funds paid to an incorrect bank account will be returned to us.

If a grant recipient:

- does not complete the activities or tasks required under the funding agreement,
- does not use any or all of the funding provided,

the recipient will be required to return some or all of the funds to the Department.

Similarly, if:

- the information provided to us is found to be false or misleading, or
- the recipient's situation changes in a way that prevents completion of the agreed project

the recipient will be required to return some or all of the funds to the Department.

7. Goods and Services Tax (GST)

Grants distributed under the program attract GST. Grant payments to successful applicants, who are registered for GST, are increased to compensate for the amount of GST payable. Where GST applies to the grant funding, a valid tax invoice must be supplied by the successful applicant to the Department.

The receipt of funding from this program may be treated as income by the Australian Taxation Office (ATO).



It is strongly recommended that, prior to submitting an application, potential applicants seek independent advice from a tax advisor, financial advisor and/or the ATO, about the possible tax implications for receiving the grant.

Information on invoices can be found on the Business Tasmania website www.business.tas.gov.au/manage_a_business/invoices

8. Acquittal

An acquittal is a statement made by a grant recipient, confirming that the grant funding was used as per the funding agreement. Unless otherwise stated, it is a requirement that all Department grants are acquitted. Progress Reporting on the funded project will also be required under any Grant Deed.

How to acquit a grant

An acquittal form will be provided to recipients, asking for information about the activities and expenditure relating to the grant. Evidence such as quotations, invoices, receipts, statements, reports, etc., are also required to support the acquittal.

The Department may ask recipients to provide a Statement of Expenditure certified by an independent, professional auditor. In this situation the recipient will be responsible for the cost of obtaining the certified Statement of Expenditure.

Failure to complete an acquittal

Failure to lodge a valid acquittal by the due date will result in the recipient being required to return the funding to the Department. In this situation the Department will invoice the recipient.

9. Administration and contact details

The program will be administered by the Department of Natural Resources and Environment Tasmania on behalf of the Crown in the Right of Tasmania. Program enquiries can be directed to:

Waste.Initiatives@nre.tas.gov.au or 61 476 871 656.

Note: All applicants must take care to provide true and accurate information. Any information that is found to be false or misleading may result in action being taken and grant funds, if already provided, will be required to be repaid to the Department.

10. Publicity of grant assistance

The Department of Natural Resources and Environment Tasmania disburses public funds and is therefore accountable for the distribution of those funds. As part of the accountability process, the Department may publicise the level of financial assistance, the identity of the recipient, the purpose of the financial assistance, and any other details considered by the Department to be appropriate.



11. Right to information

Information provided to the Department may be subject to disclosure in accordance with the *Right to Information Act 2009*.

12. Confidentiality

The Tasmanian Government may use and disclose the information provided by applicants for the purposes of discharging its respective functions under the Program Guidelines and otherwise for the purposes of the program and related uses.

The Department may also:

- use information received in applications for any other departmental business.
- use information received in applications and during the delivery of the project for reporting purposes.

13. Personal information protection

Personal information will be managed in accordance with the *Personal Information Protection Act 2004*.

This information may be accessed by the individual to whom it related, on request to the Department. A fee for this service may be charged.

14. Disclosure

The following applies to all successful applicants:

- despite any confidentiality or intellectual property right subsisting in the grant funding agreement or deed, a party may publish all or any part of the grant funding agreement or deed without reference to another party.
- please note that all obligations under the *Personal Information Protection Act 2004 (Tas)* or the *Privacy Act 1988 (Cwlth)* still apply.

15. Disclaimer

Although care has been taken in the preparation of this document, no warranty, express or implied, is given by the Crown in Right of Tasmania, as to the accuracy or completeness of the information it contains.

The Crown in Right of Tasmania accepts no responsibility for any loss or damage that may arise from anything contained in or omitted from or that may arise from the use of this document, and any person relying on this document and the information it contains does so at their own risk absolutely.

The Crown in Right of Tasmania does not accept liability or responsibility for any loss incurred by an applicant that are in any way related to the program.





Tasmanian
Government

Department of Natural Resources and Environment Tasmania
Environment, Heritage and Land

Phone:
1300 368 550

Email:
waste.initiatives@nre.tas.gov.au

www.nre.tas.gov.au